

# Personal Information

## I. PERSONAL FINANCIAL INFORMATION

(Indicate all funds in your local currency.)

1. Your annual salary

[Click **here** and type the requested information]

Income per year from other sources

[Click **here** and type the requested information]

2. Will your salary be continued during your stay in the U.S.?

☐ Yes

☐ No

(If yes what percentage?) [Click **here** and type the requested information]

**II. DEPENDENTS: The Hubert H. Humphrey Fellowship Program does not provide allowances for dependents.** If your dependents accompany you, you will be responsible for providing all travel, adequate medical insurance, and support for them. **English/Orientation Centers cannot accommodate dependents.** Dependents may not arrive until you are settled in your academic program and have found housing (at least 30 days after your arrival at academic placement).

1. Marital Status: (married/single/widowed/divorced)

[Click **here** and type the requested information]

2. List the relationships and ages of any persons who will require financial assistance from you during your academic year in the U.S.

[Click **here** and type the requested information]

3. Will any dependents accompany you to the U.S.?

☐ Yes

☐ No

(if yes, give name(s) as shown on passport(s), gender, relationship(s), date(s) of birth, city/country of birth and citizenship for each dependent. Please also state how you intend to provide for them during your year of study in the U.S.)

[Click **here** and type the requested information]

## III. ACADEMIC PROGRAM

1. You should not apply for admission by direct application or correspondence with a U.S. university. If, however, you have previously been in contact with U.S. academic institutions concerning graduate study or in your professional context, please give the names of these universities and the persons contacted.

[Click **here** and type the requested information]

2. If required, will you be able to arrive for English language training in June or July? Will you be able to obtain a leave of absence from your current position for a period of 11 months, or up to 14 months if you require English training?

☐ Yes

☐ No

3. When will you take the Test of English as a Foreign language (TOEFL)?

[Click **here** and type the requested information]

(If you have not scheduled or miss this test before Nov. 1, 2005, you must notify the Binational Educational Commission or U.S. Embassy in your home country **immediately**.)

## IMPORTANT

1. An official TOEFL score (no more than two years old) is required for all countries except the English speaking Caribbean.

2. You must indicate that you want your TOEFL score reports sent to: Institute of International Education (Hubert Humphrey Fellowship Program) Code Number 9616. You must be sure to indicate this code (9616) on the registration forms or on the answer sheets provided at the time you take the examination.

3. As soon as you receive your TOEFL score, report it to the Binational Educational Commission or U.S. Embassy, who transmit it to IIE.

4. Please sign below as authorization for IIE to receive your TOEFL score.

I hereby authorize the Institute of International Education to receive my TOEFL score report.

Date: \_\_\_\_\_

Signature of Applicant (in INK): \_\_\_\_\_

# English Language

## THIS SECTION TO BE COMPLETED BY APPLICANT

APPLICANT'S NAME: [Click **here** and type the requested information]

COUNTRY OF RESIDENCE: [Click **here** and type the requested information]

## A. HISTORY OF APPLICANT'S FORMAL STUDY OF ENGLISH

Applicant's Native (Home) Language: [Click **here** and type the requested information.]

LEVEL	NUMBER OF YEARS	NUMBER OF MONTHS PER YEAR	NUMBER OF HOURS PER WEEK	NATIVE LANGUAGE OF INSTRUCTOR
SECONDARY SCHOOL				
UNIVERSITY				
PRIVATE STUDY				

## B. ENGLISH LANGUAGE TESTS

Indicate the date on which you took or will take the official Test of English as a Foreign Language (TOEFL):  
[Click **here** and type the requested information.]

**NOTE: All U.S. Universities require a TOEFL score taken within 2 years or less.**

Indicate the TOEFL score earned: [Click **here** and type the requested information.]

In addition, if you have recently taken or are planning to take one of the following English language proficiency tests, please indicate the test date and the score (with TOEFL conversion):

☐ Institutional TOEFL (ITP):

Date: [Click **here** and type the requested information.]

Score: [Click **here** and type the requested information.]

**Please note: The ALIGU and Michigan Tests are not acceptable as pre-screening tools. The ITOEFL is the only acceptable test for initial screening; you still must provide an official TOEFL score report.**

---

## English Language (cont.)

**PRIVATE AND CONFIDENTIAL: Please return to the Selection Committee in the applicant's country. Under no circumstances should the completed form be returned to the applicant.**

**C. THIS SECTION TO BE COMPLETED BY ONE OF THE FOLLOWING** (Click on one and type "x"):

- ☐ A director of courses in English of a Binational Center
- ☐ An official of the U.S. Embassy who speaks English as his/her native language
- ☐ A professor of English as a Foreign Language who speaks English as his/her native language

**PURPOSE OF THIS REPORT:** The person named is applying for a grant to enable him/her to study at an advanced level in his/her field at a university in the United States. Consideration must be given to the applicant's ability in English. This report form seeks a reliable evaluation of the applicant's **present** command of English, including comments as to additional language training which appears to be necessary.

**METHOD:** Please indicate briefly how the evaluation was conducted. (Format, topics, length)

[Click **here** and type the requested information]

**I. ABILITY:** Check the appropriate boxes to indicate your opinion of the applicant's **present** ability in English from the standpoint of the language proficiency **usually needed for effective pursuit of studies at a university in the United States.**

**A. Speaks English** (Click on one and type "x"):

- ☐ Fluently and colloquially
- ☐ With ease but with occasional errors
- ☐ Haltingly with frequent errors
- ☐ No ability

**C. Understands written English**

(Click on one and type "x", specify text used):

- ☐ Comprehends advanced level material
- ☐ Comprehends intermediate level material
- ☐ Comprehends elementary level material
- ☐ No ability

**B. Understands spoken English** (Click on one and type "x"):

- ☐ With good comprehension
- ☐ With some hesitation
- ☐ Simple vocabulary only
- ☐ Not at all

**D. Expresses thoughts in written English**

(Click on one and type "x"):

- ☐ With fluency and facility
- ☐ With ease but ungrammatically
- ☐ On an elementary level only
- ☐ No ability

**II. ADDITIONAL TRAINING:**

**A.** In your opinion, how much additional English training does this candidate require to undertake graduate-level study in U.S. institutions of higher learning? ("none" or number of weeks/months)  
[Click **here** and type the requested information]

**B.** What English language study is the candidate planning to take before coming to the U.S.?  
[Click **here** and type the requested information]

**EVALUATION AND REPORT PREPARED BY:**

**Name:** [Click **here** and type the requested information] **Title:** [Click **here** and type the requested information]

**Address:** [Click **here** and type the requested information]

**Signature (in INK)** \_\_\_\_\_ **Date** \_\_\_\_\_

# CONFIDENTIAL LETTER OF REFERENCE FROM CURRENT EMPLOYER

This letter of reference must be written by the applicant's current supervisor in his/her professional position.

If this letter is not written in English, an accurate translation must be attached.

**Name of Applicant:** [Click [here](#) and type the requested information] **Country:** [Click [here](#) and type the requested information]

**Name and Title of Evaluator:** [Click [here](#) and type the requested information]

**Organization or Employer:** [Click [here](#) and type the requested information]

**How long have you known the applicant?** [Click [here](#) and type the requested information]

**Your Signature (in INK):** \_\_\_\_\_ **Date:** \_\_\_\_\_

## PROGRAM DESCRIPTION

The Humphrey Fellowship Program provides mid-career professionals from designated countries of Africa, Asia, Latin America, the Caribbean, the Middle East, and Eurasia with an opportunity to enhance their professional capabilities through participation in specialized 10-month programs developed specifically for small clusters of Humphrey Fellows at selected U.S. universities. Primary funding for the Humphrey Program is provided by the U.S. government through the United States Department of State. The Institute of International Education (IIE) administers the program on behalf of the State Department.

The types of university programs arranged for Humphrey Fellows depart from a traditional discipline-oriented focus and have a problem-solving and experience-sharing emphasis. The programs are not degree-related and not aimed at providing scholarly preparation or basic training in a field. The objective is to provide Humphrey Fellows with an overall experience that broadens their perspectives, enhances their capability to assume greater career responsibilities, and provides opportunities to establish useful professional contacts. To accomplish these objectives, programs are designed to include various combinations of course work, independent projects, internships, consultations with U.S. faculty or experts, field trips, and seminars. Under the guidance of a designated faculty advisor or "coordinator," Fellows plan programs that best suit their individual career development needs.

I. In the rating chart below, please evaluate the applicant in comparison with other professionals whom you have known during your career.

	Excellent	Very Good	Average	Below Average
Intellectual Ability				
Knowledge of Field				
Work Habits				
Seriousness of Purpose				
Commitment to National Development				
Resourcefulness and Initiative				
Emotional Maturity				
Adaptability to New Situations				
Leadership Qualities				

## **CONFIDENTIAL LETTER OF REFERENCE FROM CURRENT EMPLOYER (cont.)**

II. Please assess the candidate's suitability for the Hubert H. Humphrey Fellowship Program based on his/her educational background, work experience and individual needs for career development. (A description of the Humphrey Program is on the front of this page.) Include a candid evaluation of the applicant's ability to pursue serious academic work in the context of a mid-career professional program. Indicate also how this program will directly benefit not only the candidate's career but his/her country and society. Also discuss the candidate's leadership potential and commitment to public service.  
(Your comments should be continued on a separate sheet if more space is needed.)

**Please return directly to the Selection Committee in the applicant's country or to the Cultural Affairs Officer of the U.S. diplomatic mission in the applicant's country. Under no circumstances should this letter of reference be returned to the applicant.**

**NOTE: IIE cannot guarantee this letter's confidentiality once it becomes part of a university's records.**

## CONFIDENTIAL LETTER OF REFERENCE

This letter of reference must be written by a professor, professional mentor, or other associate outside the candidate's current work setting. Personal friends or family members are NOT acceptable references. If this letter is not written in English, an accurate translation must be attached.

**Name of Applicant:** [Click [here](#) and type the requested information] **Country:** [Click [here](#) and type the requested information]

**Name and Title of Evaluator:** [Click [here](#) and type the requested information]

**Organization or Employer:** [Click [here](#) and type the requested information]

**In what capacity have you known the applicant?** [Click [here](#) and type the requested information]

**How long have you known the applicant?** [Click [here](#) and type the requested information]

**Signature (in INK):** \_\_\_\_\_ **Date:** \_\_\_\_\_

### PROGRAM DESCRIPTION

The Humphrey Fellowship Program provides mid-career professionals from designated countries of Africa, Asia, Latin America, the Caribbean, the Middle East, and Eurasia with an opportunity to enhance their professional capabilities through participation in specialized 10-month programs developed specifically for small clusters of Humphrey Fellows at selected U.S. universities. Primary funding for the Humphrey Program is provided by the U.S. government through the United States Department of State. The Institute of International Education (IIE) administers the program on behalf of the State Department.

The types of university programs arranged for Humphrey Fellows depart from a traditional discipline-oriented focus and have a problem-solving and experience-sharing emphasis. The programs are not degree-related and not aimed at providing scholarly preparation or basic training in a field. The objective is to provide Humphrey Fellows with an overall experience that broadens their perspectives, enhances their capability to assume greater career responsibilities, and provides opportunities to establish useful professional contacts. To accomplish these objectives, programs are designed to include various combinations of course work, independent projects, internships, consultations with U.S. faculty or experts, field trips, and seminars. Under the guidance of a designated faculty advisor or "coordinator," Fellows plan programs that best suit their individual career development needs.

I. In the rating chart below, please evaluate the applicant in comparison with other professionals whom you have known during your career.

	Excellent	Very Good	Average	Below Average
Intellectual Ability				
Knowledge of Field				
Work Habits				
Seriousness of Purpose				
Commitment to National Development				
Resourcefulness and Initiative				
Emotional Maturity				
Adaptability to New Situations				
Leadership Qualities				

## CONFIDENTIAL LETTER OF REFERENCE (cont.)

II. Please assess the candidate's suitability for the Hubert H. Humphrey Fellowship Program based on his/her educational background, work experience and individual needs for career development. (A description of the Humphrey Program is on the front of this page.) Include a candid evaluation of the applicant's ability to pursue serious academic work in the context of a mid-career professional program. Indicate also how this program will directly benefit not only the candidate's career but his/her country and society. Also discuss the candidate's leadership potential and commitment to public service.

(Your comments should be continued on a separate sheet if more space is needed.)

**Please return directly to the Selection Committee in the applicant's country or to the Cultural Affairs Officer of the U.S. diplomatic mission in the applicant's country. Under no circumstances should this letter of reference be returned to the applicant.**

**NOTE: IIE cannot guarantee this letter's confidentiality once it becomes part of a university's records.**